



Video Request Questionnaire

FOR: Video Preparation & Efficiency

SUBJECT: Questions to Help Meet Desired Deadlines & Goals

If requesting a video, please answer the questions below:

1. What is the intention for this video/What will this video be used for?
2. What is the deadline?
3. Who is the target audience?
4. Who will need to review this video?
5. How long would you like this video to be?
6. Which media do you plan on posting the video to?
7. Who is my best point of contact for this video?
8. What other departments will I be working with for this video?
9. Does this video require special funding?
10. What special resources (if any) will this video require?
11. Do you have any stock photos or video we can use?
12. What additional documents or resources need to be created to support this video (i.e. page on boston.gov/ translating such materials)?

Translations: As a City we want to make our videos accessible to all Bostonians. If your video is to include multilingual subtitles or audio dubbing, please be sure to touch base with your LCA Liaison for the appropriate resources. You will be asked to use your own department's LCA funds (every department has one) to pay for such services. This also includes working with third parties to review multilingual content for accuracy.